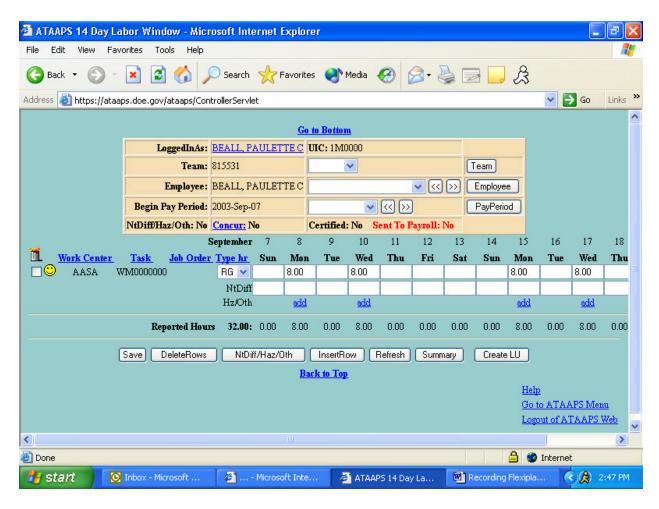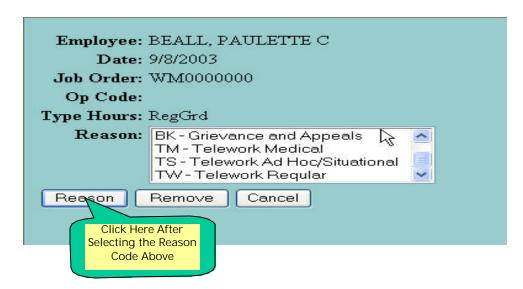**Recording Flexiplace (Telecommuting) Labor Hours (Regular, Situational, or Medical)**

1. To record telecommuting regular hours as "Flexiplace" (Regular, Situational, or Medical) enter the regular hours (RG) for the day that it applies. Click "Save" and then click on the "NtDiff/Haz/Oth" button located below the row on the screen. The page will change as shown below:

2. You then click on "add" below the day the entry will apply and the system will display the following screen:

3. Highlight the type of flexiplace that applies and click the "Reason" button. The system will return to the labor screen and the proper code will be displayed under the day you indicated as shown below. You will need to repeat this for each day that flexiplace was worked.

4. Click the "Save" button to post the entry to the database.